

Outreach and Coordination Team Member



Project Title	Outreach and Coordination Team Member
Project Summary	Leverage your branding, marketing, graphic design, data analysis, and public outreach skills to promote M/PRI activities and initiatives.
Country	United States
Agency	Department of State
DoS Office	M/PRI
Post	N/A
Section	N/A
Number of Interns	1

Project Description

The Office of Management Policy, Rightsizing and Innovation is looking for a virtual intern in its Innovation Directorate to provide critical support to the Outreach and Coordination team, leveraging your branding, marketing, graphic design, data analysis, and public outreach skills. You would help the Directorate explore re-branding activities and more coordinated outreach efforts to Department of State employees. The Innovation Directorate is looking for interns who can help us think outside the box when it comes to outreach content and metrics. The Directorate is uniquely positioned to facilitate and coordinate activities across all Management bureaus in the Department, giving the intern an opportunity to interface with a broad array of the Department's most critical offices. You would help us create monthly and bi-monthly emails on management, leadership, organizational culture, process improvement, cost savings ideas, and other job aids for the Department's management professionals and develop ways to track readership. You would also help develop flyers, one-pagers, PowerPoint presentations, and other materials to help raise awareness of the Innovation Directorate's products, tools, and activities. In addition to your work on communications and outreach, the position also contributes time towards the Culture of Leadership Initiative ("iLead"), including helping to organize events and monthly speakers. Ideal candidates will demonstrate expertise with a variety of software and web tools for graphic design, possess SharePoint site content development and management experience, and be skilled in communications and marketing. Working as part of a team or independently, interns should have strong interpersonal and project management skills.

Desired Skills Interests

Additional Information

None

Language Requirements

None